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Mental Health and Intellectual Developmental Disabilities (MH-IDD)

Random Moment Time Study

What is Random Moment Time Study (RMTS)?



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- A valid random sampling technique that measures the participant's time performing work activities
- The “Moment” represents one minute of time that is randomly selected from all available moments within the quarter
- Statewide time study sample

Regardless of the entity the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the entity.

- Significantly reduces staff time needed to record participant activities

Overview - Purpose of RMTS



- To determine the percentage of time the MH-IDD incurs assisting individuals to access medically necessary Medicaid funded services
 - Medicaid Outreach
 - Medicaid Eligibility Determination
 - Medicaid Referral, Coordination, and Monitoring
 - Medicaid Staff Training
 - Medicaid Transportation
 - Medicaid Translation
 - Medicaid Program Planning, Development & Interagency Coordination
 - Medicaid Provider Relations
- To reasonably identify staff time spent on activities during the given quarter.

Overview - Time Study Activities

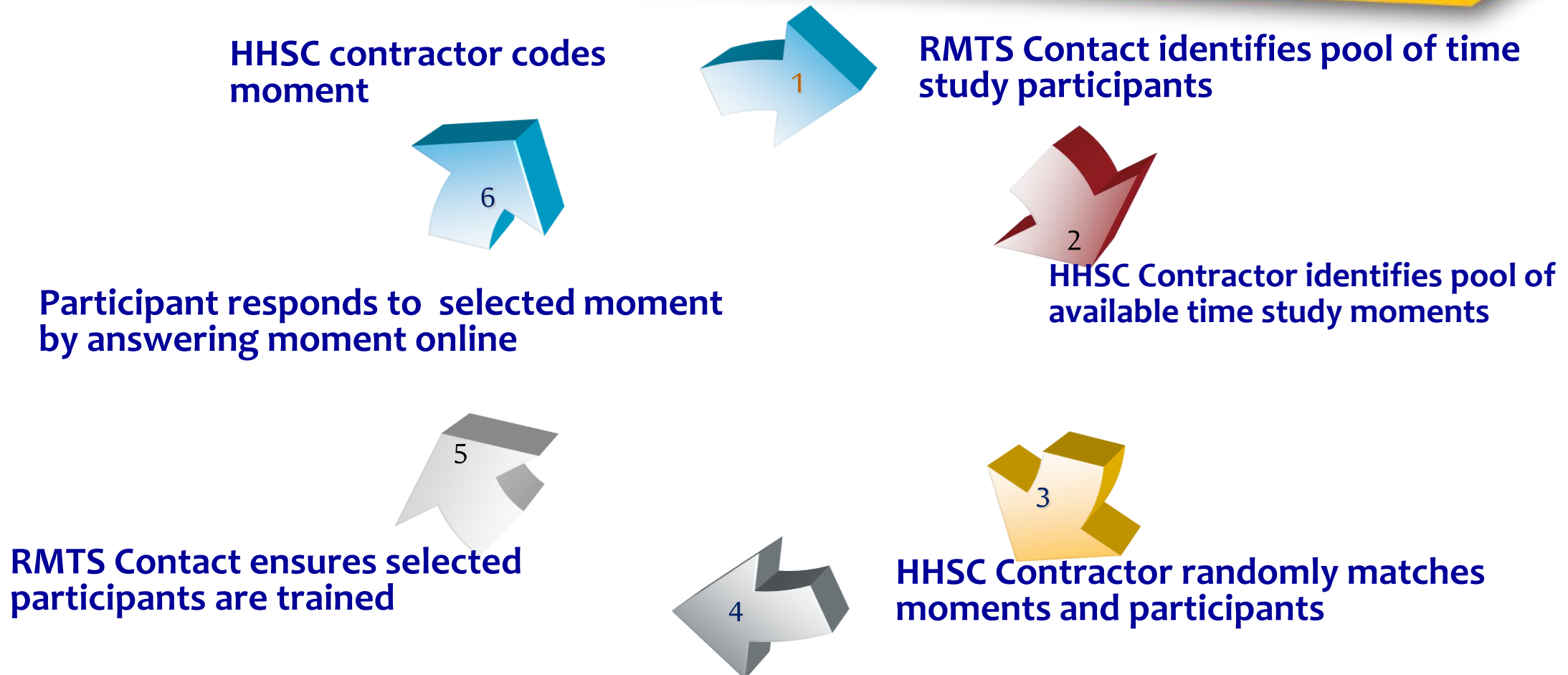


- Direct Medical – Providing care, treatment and/or counseling
- Outreach – Informing individuals, families and groups about available services
- Eligibility – Assisting individuals or families with the Medicaid eligibility process
- Referral, Coordination, and Monitoring – Making referrals, coordinating and/or monitoring the delivery of medical services
- Staff Training – Coordinating, conducting or participating in training pertaining to medical or Medicaid services
- Transportation – Arranging or providing transportation to medical or Medicaid services
- Translation – Arranging or providing translation to an individual or family to access medical or Medicaid services
- Program Planning, Development & Interagency Coordination – Developing strategies to improve the coordination and delivery of medical or Medicaid services
- Provider Relations – Activities to secure and maintain Medicaid providers



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Overview- RMTS Process



Requirements for RMTS



- **In order to participate, you must...**

- Time Study Periods (Federal Fiscal Quarters)
 - 1st Quarter - October, November, December
 - 2nd Quarter - January, February, March
 - 3rd Quarter - April, May, June
 - 4th Quarter – July, August, September
- To claim MAC must participate in time study.
- Participant List (PL) must be certified for entity to participate in the random moment time study (RMTS).
- To be included on the MAC claim the position must be included on the PL.
- A statewide response rate of 85% for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.

Requirements - Important Dates



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Event	Opens/Begins	Closes/Ends (6 p.m. CT)
<u>Participant List (PL)</u>		
1st Quarter PL	08/14/2020	09/15/2020
2nd Quarter PL	09/16/2020	12/15/2020
3rd Quarter PL	12/16/2020	03/15/2021
4th Quarter PL	03/16/2021	06/15/2021
<u>Time Study (TS)</u>		
1st Quarter TS	10/01/2020	12/31/2020
2nd Quarter TS	01/04/2021	03/31/2021
3rd Quarter TS	04/01/2021	06/30/2021
4th Quarter TS	07/01/2021	09/30/2021

Requirements - Training



- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC recommends that all participating MH-IDD's have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training is mandatory and held separately

PL - Development



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- At the beginning of each quarter only the trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS.
- Once PL is closed you cannot add/delete a participant nor change position/function category.
- Every time the PL is updated, it is also certified.

The RMTS Contact must open the PL and click the “certify the PL” button prior to the deadline, even if there are no changes to the participant list from the previous quarter.

PL - Development



- An accurate PL is a critical part for ensuring eligibility for MAC

If an MH-IDD does not update/certify its PL by the deadline:

They are ineligible to submit a MAC claim for that quarter

- Reminder e-mails will be sent only to those entities that have not certified their PL.
- The PL provides a basis to identify the positions that may be included in the MAC claim

Email Messages



- Types of Communication managed predominantly via e-mail, i.e.:
 - RMTS moment notifications and follow ups
 - Participant list updates
 - Compliance follow-ups
 - MAC Financial notifications and follow-ups
- Role in Fairbanks dictates what messages you receive
- It's critical that your MH-IDD authorize your e-mail system to accept emails from Fairbanks.
- Confirm with your IT staff to make sure that e-mails with info@fairbanksllc.com, and @hhsc.state.tx.us extensions pass through firewalls and spam filters.

Contact Information



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Website

<https://rad.hhs.texas.gov/time-study/time-study-mhidd-training-information>

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Thank you

Time Study Unit